

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
<b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>				1. Position No. N030113	
				2. Incumbency Allocation Only? May be IAed	
3. Reason for Submission <u>New</u>		4. Employing Office Location <u>RTP, North Carolina</u>		5. Duty Station <u>Ann Arbor, MI</u>	
Explanation (Show any positions replaced)  This is a reassignment action for Tricia Bosler moving her to ASD/DTC (LCDB0000). She will be performing similar duties. Her position has been previously classified. The position number is N030113.		7. Fair Labor Standards Act <u>NonExempt</u>		8. Financial Statements Required <u>OGE-450 Required</u>	
		10. Position Status <u>Competitive</u>		11. Supervisory Status Code <u>8 - All Other Positions</u>	
		12. Competitive Level Code		13. Competitive Area	
		15. Extramural % <u>85%</u>		16. Functional Class Code <u>N/A</u>	
		18. Position Sensitivity <u>Non-Sensitive</u>		19. Security Clearance <u>0 - Not Required</u>	
		21. Emergency Essential <u>No</u>		22. Developmental Position <u>No</u>	
				9. Cybersecurity Code a. <u>000</u> b. _____ c. _____	
				14. Drug Testing <u>No</u>	
				17. Medical Monitoring <u>No</u>	
				20. Position Risk <u>2 - Moderate</u>	
				23. Full Performance Level <u>13</u>	
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation		<u>Administrative Specialist</u>		<u>GS</u>	<u>0301</u>
				<u>13</u>	
25. Organizational Title of Position (if different from official title)				26. Name of Employee (if vacant, state such)  <u>Tricia Bosler</u>	
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code <u>L0000000</u>		1st Tier Org Description <u>US EPA, Office of Air and Radiation</u>			
b. 2nd Tier Org Code <u>LA000000</u>		2nd Tier Org Description <u>Office of Transportation and Air Quality</u>			
c. 3rd Tier Org Code <u>LCD00000</u>		3rd Tier Org Description <u>Assessment and Standards Division</u>			
d. 4th Tier Org Code <u>LCDB0000</u>		4th Tier Org Description <u>Data and Testing Center</u>			
e. 5th Tier Org Code		5th Tier Org Description			
28. <b>Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Angela Cullen, Center Director, DTC</u>			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>William Charmley, Division Director, ASD</u>		
Signature  <u>ANGELA CULLEN</u> Digitally signed by ANGELA CULLEN Date: 2020.12.02 15:38:49 -05'00'		Date <u>12/02/2020</u>	Signature  <u>WILLIAM CHARMLEY</u> Digitally signed by WILLIAM CHARMLEY Date: 2020.12.03 11:36:52 -05'00'		Date <u>12/03/2020</u>
29. <b>Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <u>Jay Ellsworth, HR Specialist</u>			30. Position Classification Standards Used in Classifying/Grading Position <u>Misc Admin and Program Series, GS-0301 TS-34 Jan 1; AAGEG</u>		
Signature  <u>//s// Jay Ellsworth</u>		Date <u>12/16/2019</u>			
31. Remarks					

20 2564542

**NOTE:** DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
<b>Position Description Coversheet</b> <i>Please read instructions on back )</i>				1. Position No. N030113	
				2. Incumbency Allocation Only? May be IAed	
4. Employing Office Location <u>RTP, North Carolina</u>		5. Duty Station <u>Ann Arbor, MI</u>		6. BUS Code 1043	
7. Fair Labor Standards Act <u>non-exempt</u>		8. Financial Statements Required <u>OGE-450 Required</u>		9. Cybersecurity Code a. _____ b. _____ c. _____	
10. Position Status <u>Competitive</u>		11. Supervisory Status Code <u>8 - All Other Positions</u>		14. Drug Testing <u>No</u>	
12. Competitive Level Code <u>--</u>		13. Competitive Area <u>--</u>		17. Medical Monitoring <u>No</u>	
15. Extramural % <u>85%</u>		16. Functional Class Code <u>--</u>		20. Position Risk <u>2 - Moderate</u>	
18. Position Sensitivity <u>Non-Sensitive</u>		19. Security Clearance <u>0 - Not Required</u>		23. Full Performance Level <u>13</u>	
21. Emergency Essential <u>No</u>		22. Developmental Position <u>No</u>			
24. Position Classification		Official Title of Position		Pay Plan	Occupational Code
a. Official Allocation		<u>Administrative Specialist</u>		<u>GS</u>	<u>0301</u>
25. Organizational Title of Position (if different from official title) <u>Administrative Specialist</u>		26. Name of Employee (if vacant, state such) <u>Vacant</u>			
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code <u>L0000000</u>		1st Tier Org Description <u>Office of Air and Radiation</u>			
b. 2nd Tier Org Code <u>LA000000</u>		2nd Tier Org Description <u>Office of Transportation and Air Quality</u>			
c. 3rd Tier Org Code <u>LCD00000</u>		3rd Tier Org Description <u>Assessment and Standards Division</u>			
d. 4th Tier Org Code <u>LCDB0000</u>		4th Tier Org Description <u>Data and Testing Center</u>			
e. 5th Tier Org Code		5th Tier Org Description			
28. <b>Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Angela Cullen, Center Director, DTC</u>			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>William Charmley, Division Director, ASD</u>		
Signature <u>Cullen, Angela</u> Digitally signed by Cullen, Angela Date: 2019.11.12 11:04:10 -05'00'		Date <u>11/12/2019</u>	Signature <u>WILLIAM CHARMLEY</u> Digitally signed by WILLIAM CHARMLEY Date: 2019.11.12 11:12:23 -05'00'		Date
29. <b>Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <u>John Ellsworth, HR Classification Specialist</u>			30. Position Classification Standards Used in Classifying/Grading Position		
Signature <u>John Ellsworth</u>		Date <u>12/16/19</u>	<u>Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1</u>  <u>AAGEG</u>		
31. Remarks					

**NOTE:** DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

**Position Description**  
**Administrative Specialist, GS-0301-13**

**INTRODUCTION**

This position resides in the U.S. Environmental Protection Agency (EPA), Office of Air & Radiation (OAR), Office of Transportation & Air Quality (OTAQ), Assessment and Standards Division (ASD). The position will be located at the National Vehicle and Fuel Emissions Laboratory (NVFEL) in Ann Arbor, MI.

ASD identifies and develops future emission control strategies (such as new vehicle, engine, and fuel quality standards) and national policy on mobile source emission control. The Division develops regulations and policies, determines the contribution of mobile sources to air pollution, and assesses the feasibility, cost, benefits, and in-use effectiveness of emission control technologies.

ASD requires the work of an Administrative Specialist for providing centralized services to support Division operations through the management of grants, contracts and contract work, support of budgetary operations, and analysis of programs and management practices.

**MAJOR DUTIES AND RESPONSIBILITIES**

The employee will perform work that involves a wide range of programs and processes that typically applies to the entire organization and supports all lines of business. The position espouses policies and programs required to carry out the Office's responsibilities in the development of regulatory programs for vehicles, engines, and fuels. Core duties include but are not limited to a variety of assignments revolving around the following main areas: 1) financial management (budget/contracts/grants/purchase cards) and, 2) communications/outreach.

Financial Management (Budget/Contracts/Grants/Purchase Card): (85%)

- Serves as a contract-level Contracting Officer Representative (COR) for new and existing contracts that support the development of emission control strategies, regulations and policies. Includes independently assessing needs, planning and managing the procurement process, performing market research, conducting detailed requirements analysis, developing requests for proposal/work assignment/task order, leading technical evaluation panels, coordinating the transition process into new contracts, and reporting on performance measures in accordance with contract terms, conditions, and specifications. Serves as chief liaison with the various agency procurement operation divisions under the Office of Acquisition Solutions (OAS) and independently resolves issues and performs quality checks on contract documents prior to submission to the Funds Control Officer and OAS. (30%)

- Initiates and manages Division-wide grant and interagency agreements; maintains grant certifications and demonstrates expert knowledge of the Integrated Grants Management System. (10%)
- Tracks and monitors budget and work assignments for consistency with division priorities; generates reports, tracks spending, and reconciles expenses against projections. (20%)
- Designs and implements a process to manage certification requirements for the other CORs in ASD; notifies CORs of requirements and provides reminders; and submits updates to oversight team as needed. (10%)
- Oversees the use of Federal purchase cards, conducts regular reviews, resolves discrepancies, tracks training and certification, and provides guidance as needed. (15%)

Communications/Outreach: (15%)

- Assists teams within the Division in communications/outreach efforts, with a lead role in the planning, coordination, and administration of public hearings.
- Organizes and coordinates periodic meetings with stakeholders, which could include preparing agendas and required materials, and providing other assistance as needed.

**Factor 1: Knowledge Required By The Position - Level 1-8 (1550 points)**

- Comprehensive knowledge of federal procurement and contracts management policies and procedures. *This knowledge/skill is used for processing and managing contracts and serving as a Contracting Officer's Representative.*
- Comprehensive knowledge in the broad range of Agency and Federal laws, policies, regulations, and precedents related to supporting the Division's acquisition and assistance programs. *This knowledge/skill is used for processing and managing contracts/grants/interagency agreements and servicing as a Contracting Officer's Representative.*
- Skills in various automated systems such as EPA Acquisition System (EAS), CitiManager, and/or COMPASS. *This skill is used for processing and managing contracts and purchases.*
- Strong written and verbal communication skills. *This knowledge/skill is used to provide expert guidance and direction to management and staff regarding financial processes, to serve as division liaison with office/agency personnel, and to prepare relevant materials and reports for stakeholders.*
- Strong leadership and organizational skills. *This knowledge/skill is used to monitor and track financial processes and actions, and provide support to meetings, such as public hearings.*
- Ability to critically analyze budget data for a large organization. *This ability is used for identifying common budgetary problems within the division.*
- Strong teamwork skills. *This knowledge/skill is used to mentor the team and to effectively coordinate work with co-workers (management and staff) in the Office and the Agency.*
- Strong analytical and decision-making skills. *This knowledge/skill is used to assess the effectiveness of processes and materials, identify any gaps or weaknesses, recommend improvements, and implement those solutions/improvements.*

**Factor 2: Supervisory Controls - Level 2-4 (450 points)**

The supervisor sets the overall objectives of the work and available resources. As such, the employee is responsible for the following: independently defining objectives, planning work, schedules, and assignments in coordination with other administrative specialists, legal advisors, and subject matter experts; resolving technical, legal, and administrative problems; and following assignments through to completion. The employee renders expert advice independently and upon the supervisor's request and keeps the supervisor informed of major or controversial issues.

Completed work is generally accepted as technically sound but reviewed for conformance with policy and program objectives and budgetary considerations.

**Factor 3: Guidelines - Level 3-4 (450 points)**

Guidelines consist of general administrative policies and management and organizational theories which require considerable interpretation for application to issues and problems. At this level, administrative policy and precedent may be used as guidelines but do not go into sufficient detail as to the methods used to accomplish the project. Specific examples include the Environmental Protection Agency Acquisition Regulation (EPAAR), Contracts Management Manual (CMM), and the Code of Federal Regulations (CFR).

**Factor 4: Complexity - Level 4-5 (325 Points)**

The work consists of developing and executing complex projects and studies related to the work of the Division which may require detailed analysis of interrelated issues of resources, effectiveness, efficiency, and productivity of acquisition, contracts, and other programs. The employee advises management on how to proceed based on those findings, keeping in mind conflicting program goals and objectives which may derive from changes in legislative or regulatory guidelines, productivity, budget, and personnel. Employee assesses major contracts and acquisitions and provides leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

**Factor 5: Scope and Effect - Level 5-5 (325 Points)**

The purpose of the work is to analyze and evaluate major administrative aspects of acquisition, contracts, and other programs that support the work of the division. The work involves independently identifying, analyzing, and developing ways to resolve complex staffing problems or issues which directly affect the accomplishment of program goals and objectives, as well as making recommendations of major significance to senior leaders. The work often results in new approaches and techniques, standards, criteria, or equipment for studying, analyzing, controlling, and resolving problems related to acquisition and contracts programs; these new approaches could be adopted outside of the Division. The work directly affects the ability of the programs to efficiently procure human, monetary, and other resources to engage and complete extensive projects critical to achieving the Division's mission. The work makes a significant contribution to the success of the Agency as it relates to transportation programs.

**Factor 6 and 7: Personal Contacts and Purpose of Contacts – Level 3C (180 points)**

Personal contacts include a variety of personnel from the Agency, State, and other Federal agencies, and a variety of public and private organizations such as Office of Acquisition Solutions, Simplified Acquisition Contracting Officers (SACO), and various corporate vendors and suppliers in moderately unstructured settings where the roles and authority of the parties is developed during the course of the contacts. Personal contacts involve contractor personnel of various disciplines and at various levels such as contract administrators, contract managers, program managers, small business specialists, technical officers, and individuals in budget and finance. Contacts can involve routine or complex procedural matters for requests for information, and some limited negotiations.

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to organizational conflict, competing objectives, or resource problems.

**Factor 8: Physical Demands - Level 8-1 (5 Points)**

Work is basically sedentary with minimal physical demand required. There is some carrying of light items such as papers and files. Occasional walking, bending, or climbing may be required.

**Factor 9: Work Environment - Level 9-1 (5 Points)**

The work is performed primarily in an office environment. At times, the employee may be required to visit the laboratory where normal safety precautions must be observed. The work area is adequately lighted, heated, and ventilated.

**Total Points=3290**

**Grade Conversion=GS-13**

**Title and Series=Administrative Specialist, GS-0301**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: EPA/OAR/OTAQ/ASD/DTC	
Position Title: Administrative Specialist	
Pay Plan/Series/Grade (Full Performance Level): GS/0301/13	
Service Agreement Number (SAN): BV560001	
Supervisor Name: Angela Cullen	Supervisor Phone Number: 734-214-4419
Supervisor Signature: <b>ANGELA CULLEN</b> Digitally signed by ANGELA CULLEN Date: 2020.12.02 15:43:00 -05'00'	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
\$2 - 10 million		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input checked="" type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input checked="" type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Position has access to unclassified and proprietary information and systems.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

# Position Designation Record

Agency ENVIRONMENTAL PROTECTION AGENCY  
Position Title Administrative Officer  
Position Description  
Series and Grade/Pay Band GS-0301-13  
Position Description Number N030113  
Designator's Name & Title John Ellsworth

## Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Non-Sensitive	Moderate Risk	Tier 2	SF 85P

Label	Points
Total Initial Position Designation Points from Step 2	16
Adjusted Position Designation Points from Step 3	21

## Summary

### National Security

No national Security Duties

### Suitability

Duties	Degree of Potential for Compromise or Damage
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	Moderate impact Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as: <ul style="list-style-type: none"><li>• Performing inspections</li><li>• Enforcing established standards</li><li>• Providing regulatory advice and direction</li></ul>
Protection of government funds for non-national security operations, access to or operation or control of financial records, fiduciary responsibilities or other duties (such as developing statements of work) with a significant risk for causing damage or with the potential for realizing significant personal gain	Limited impact One or more of the following: <ul style="list-style-type: none"><li>• Obligates, expends, collects or controls funds or items with monetary value of less than \$2 million, but only when meaningful controls are in place to monitor the process and detect abuse; Otherwise, value may not exceed \$1 million</li><li>• Audits or analyzes budgets or other financial records, with potential for limited impact on government programs or operations</li></ul>



Duties	Degree of Potential for Compromise or Damage
	<ul style="list-style-type: none"> <li>• Procures (or secures funding for) goods and/or services with monetary value less than \$2 million annually the compromise of which could cause limited impact on government programs or operations</li> </ul>

### Adjustment for Scope of Program and Correlation to Extent of Impact

Program Scope and Impact	Impact
Adjustment for Scope of Program and Correlation to Extent of Impact	<p>Agency Impact</p> <ul style="list-style-type: none"> <li>• Program operations affect only one agency. Misconduct or damage would have potential for a local impact on the agency, and/or the individuals or private entities affected by the agency.</li> </ul>
Level of Supervision	Ability to act independently
Adjustment for level of supervision or other controls	<p>Limited or no supervision - ability to act independently in almost all areas almost all of the time</p> <ul style="list-style-type: none"> <li>• Occasional review from a perspective of major policy issues by a superior who likely has no relevant expertise in the technical aspects of the duties performed.</li> </ul>